**For information on becoming a Medical Records Technician,** see Sources of additional information within this brochure.

**For information on youth employment opportunities,** contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

**Berlin (752-5500)**
151 Pleasant St., PO Box 159, 03570-0159

**Claremont (543-3111)**
404 Washington St., PO Box 180, 03743-0180

**Concord (228-4100)**
10 West St., PO Box 1140, 03302 - 1140

**Conway (447-5924)**
518 White Mountain Highway, 03818-4205

**Keene (352-1904)**
109 Key Rd., 03431-3926

**Laconia (524-3960)**
426 Union Ave., PO Box 760, 03246-2894

**Lebanon (448-6340)**
85 Mechanic St., Ste.4, 03766-1506

**Littleton (444-2971)**
646 Union St., Ste.100, 03561-5314

**Manchester (627-7841)**
300 Hanover St., 03104-4957

**Nashua (882-5177)**
6 Townsend St., 03060-3285

**Portsmouth (436-3702)**
2000 Lafeyette Rd., 03801-5673

**Salem (893-9185)**
29 South Broadway, 03029-3026

**Somersworth (742-3600)**
243 Rt.108, 03878-1512

# NHCRN
*New Hampshire Career Resource Network*

Employment SECURITY   Rick Ricker (603) 229-4489   ELMIB

www.nhes.state.nh.us/elmi/nhcrn/index.htm

SOC 29-2071   NHCRN 02/05

SO, You want to be a...

*Projected among the top twenty fastest growing occupations*
(NH Employment Projections, 2002-2012)

**Health Science**

# Medical Records Technician

New Hampshire

Here are a few things you should know.

You'll want to know a few things about this career.

**SO, You want to be a...**

# Medical Records Technician

*Projected among the top twenty fastest growing occupations.*(NH Employment Projections, 2002-2012)

**Avg Hrly Wage:**
$13.35
**Expected Growth Rate*:**
62%
**Avg Annual Openings:**
58

**Training/Educ Needed:**
Associate's Degree
*High school classes that can improve chances of acceptance into a medical records or health information program include anatomy, biology, physiology, medical terminology, and computer courses. To see what programs are available go to www.nhes.state.nh.us, (NHetwork).*

**Basic Skills:** Reading, listening, writing, speaking.
**Job Skills:** Information organization, reading comprehension, information gathering, synthesis/reorganization, writing, active listening, speaking.

www.onetcenter.org

**Interests (Holland Code):**
CIE (Conventional, Investigative, Enterprising)

**Interest Area:** Business & Administration

**Working Conditions:** Pleasant and comfortable clean, well lit offices.

**Avg Work Week:**
40hrs (Some may work days, evenings and weekends. Health Information Depts. in hospitals can be open 24hrs/day.)

**TASKS**
1. Compiles and maintains medical records of patients to document condition and treatment and to provide data for research studies.
2. Maintains variety of health record indexes and storage and retrieval systems.
3. Enters data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.
4. Prepares statistical reports, narrative reports and graphic presentations of tumor registry data for use by hospital staff, researchers, and other users.
5. Contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients.
6. Assists in special studies or research, as needed.
7. Reviews records for completeness and to abstract and code data, using standard classification systems, and to identify and compile patient data.
8. Compiles medical care and census data for statistical reports on diseases treated, surgery performed, and use of hospital beds.

www.onetcenter.org

**Sources of additional info:** NH Employment Security (Contact office nearest you or go online to www.nhes.state.nh.us).

American Health Information Management Association, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601 (www.ahima.org).

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*(Over a ten-year period according to NH Employment Projections, 2002-2012)